



सत्यमेव जयते

The Gujarat Government Gazette

EXTRAORDINARY

PUBLISHED BY AUTHORITY

Vol. LXII] MONDAY, SEPTEMBER 13, 2021 / BHADRA 22, 1943

Separate paging is given to this Part in order that it may be filed as a Separate Compilation.

PART IV-A

**Rules and Orders (Other than those published in Parts I, I-A, and I-L) made
by the Government of Gujarat under the Central Acts**

WOMEN & CHILD DEVELOPMENT DEPARTMENT

NOTIFICATION

Sachivalaya, Gandhinagar, 7th August, 2021

CONSTITUTION OF INDIA.

No: GWC(4)/2021/MHY/102014/2219/A:- In exercise of the powers conferred by the proviso to article 309 of the Constitution of India, the Governor of Gujarat hereby makes the following rules to provide for regulating the conditions of service of persons directly recruited to the post of Field Officer (Inspector), Class III in the subordinate service of the commissionerate of Women and Child Development, in so far as they relate to their Pre-service Training and passing of the Post-training Examination, namely:-

1. Short title, extent and commencement -

- (1) These rules may be called the Field Officer (Inspector), Class III (Condition of service relating to Pre-service Training and passing of the Post-training examination) Rules, 2021.
- (2) They shall apply to the person directly recruited to the post of Field Officer (Inspector), Class III, in the subordinate service of the Commissionerate of Women and Child Development under the Women and Child Development Department, otherwise than by promotion from the lower post.
- (3) They shall come in to force from the date of their publication in the *Official Gazette*.

2. Definition -

In these rules, unless the context otherwise requires -

- a) "Appendix" Means an Appendix appended to these rules;
- b) "Director General" means the Director General of Sardar Patel Institute of Public Administration (SPIPA);

- c) "direct recruit" means a person appointed on contractual basis on the post of Field Officer (Inspector), Class III, in the subordinate service of the Commissionerate of Women and Child Development under the Women and Child Development Department, Gujarat State through competitive examination;
- d) "Institute" means the Sardar Patel Institute of Public Administration (SPIPA) or such other institute as may be notified by the Government;
- e) "Post-training Examination" means the Post-training Examination held by the Institute that has imparted Pre-service Training to the direct recruits;
- f) "specified chances" means the number of chances specified in these rules within which a person is required to pass the Post-training Examination;
- g) "specified period" means the period specified in these rules within which a person is required to pass the Post-training Examination;

3. Institutional training -

Every direct recruits shall be required to undergo institutional training in the Institute and to pass the examination conducted by the Institute in accordance with the following provisions, namely: -

- (1) The institutional training shall be for a period of six weeks. This training shall be imparted by the institute.
- (2) The direct recruits shall be under the control of the Director General of the institute during the period of their Institutional training.
- (3) The Post-training Examination shall be held by the Institute after the institutional training period is over. The direct recruits who have completed the institutional training programme shall be required to pass the Post-training Examination. After completion of the institutional training, the direct recruits shall be required to work in their respective offices until their Post-training Examination.

4. Schemes of Examination -

- (1) The Post-training Examination shall consist of five papers. Each paper shall be of 100 (one hundred) marks. The syllabus of each paper shall be as specified in Appendix A.
- (2) The Post-training examination shall consist of Multiple Choice Questions (MCQS) except Paper-5 which shall be descriptive type. Answers of paper 5 shall be required to be written in English or Gujarati as per instructions given in Question paper.
- (3) The candidate shall be allowed to answer the questions of Papers 1 to 4 with the help of books, except Paper 5 which shall be answered without books.

Explanation - "with books" means original books of the subject approved by the Government or the Institute from time to time which includes bare Acts and / or rules without any commentaries or case laws and includes manual issued under the Act published by the Government of Gujarat

5. Chances for passing Examination -

- (1) The direct recruits shall be required to pass the examination within maximum three chances and within their contractual period:

Provided that a person belonging to the Scheduled Castes or the Scheduled Tribes who is unable to pass the Post-training Examination within three chances, shall be allowed an additional attempt which shall be required to have to be availed within a period of one year from the date of declaration of the result of the Post-training Examination of his third attempt.

- (2) If a direct recruit fails to pass the examination within specified chances and specified period as required under these rules, his services shall be terminated:

Provided that if, the State Government is satisfied that a person could not pass the examination within specified attempts for the reasons beyond his/her control, it may, after recording the reasons in the writing allow him/her not more than two additional attempts to pass such examination on payment of an examination fees as may be determined by the Government from time to time;

Provided further that, if a person passes the examination after availing the additional chances, he shall not be entitled to claim seniority over those persons who have passed the examination earlier than him within the specified chances and specified period.

- (3) In the circumstances mentioned in sub-rule (1) and sub-rule (2) above, if the examination is not conducted in time or result thereof cannot be declared before the contractual period of the direct recruits is over, his contractual period shall be deemed to have been extended till the declaration of the result of the examination of his last additional chance.
- (4) Not appearing in the examination, shall be considered as an attempt.

6. Eligibility to appear in Examination –

- (1) In order to qualify for appearing at the Post-training Examination, a direct recruit shall be required to attend minimum of 85% of the total number of lectures in the institutional training otherwise he shall be disqualified for appearing in the examination and shall be liable to be terminated from his contractual appointment;
- (2) During the period of institutional training, a direct recruit shall not be allowed any type of leave or absent for more than three days. If the direct recruit remains absent for more than three days and the Director General is satisfied that his absence is not due to any unavoidable circumstances beyond his control, he may direct to deduct the pay of the direct recruit for the days of his absence.

7. Books shall for the Institutional training and Examination -

The Institute shall provide books for institutional training and for the Post-training Examination to the direct recruits without obtaining any security deposit during their institutional training in the Institute. The direct recruit shall be required to return the books as soon as Post-training examination is over. In case of their loss or Damage, price of the books shall be recovered from the direct recruits by the Institute.

8. Prohibition to use certain device in the examination hall -

No direct recruit shall be allowed to carry with him any other electronic communication devices like cellular phone, laptop, tablet, digital watch, bluetooth devices, calculator etc. in the examination hall.

9. Qualifying Standard for passing of the Post-training examination –

- (1) The standard for passing the Post-training Examination shall be of fifty percent, of the total marks assigned to each paper.
- (2) An unsuccessful candidate who secures sixty percent, or more marks in any one or more papers shall be exempted from appearing in that or those papers at the subsequent examinations.
- (3) The direct recruit shall not be entitled to claim any travelling allowance for the journeys performed by him to attend the institutional training and/ or to appear in the Post-training Examination.

10. Publication of result -

The Director General of the Institute shall declare the result of the Post-training examination and shall submit the same to the Government. The Government shall publish the same in the *Official Gazette*.

11. Security and Security Bond -

Every direct recruit shall be required to execute a bond in form as specified in Appendix-B appended to this rules.

12. Miscellaneous Provisions -

The Director General of the Institute shall be entitled to change or alter the schedule of institutional training schedule of post-training examination as per the prevailing circumstances.

APPENDIX - A

[See rule 4 (1)]

Syllabus for Pre-Service Training and Post-Training Examination for the direct recruits to the post of Field officer (Inspector), Class III

Paper 1: Total-100 Marks. Duration 3 hours (With Books)

- (1) Office procedure of the Non-secretariat
- (2) The Right of Citizen to Public Service Act, 2013.
- (3) The Right to Information Act, 2005.
- (4) General understanding of Departments and Head of the Departments.
- (5) The Prevention of Corruption Act, 1988.
- (6) Secretariat field relationship.

Paper 2: Total-100 Marks. Duration 3 hours (With Books)

- (1) The Gujarat Budget Manual (with emphasis on preparation of estimates, new items, withdrawal from contingency fund, recoupment, raising of supplementary demands etc.).
- (2) The Gujarat Financial Rules, 1971.
- (3) The Bombay Contingent Expenditure Rules, 1959.
- (4) The Gujarat Treasury Rules, 2000.
- (5) Purchase Policy of Government of Gujarat.

Paper 3: Total-100 Marks. Duration 3 hours (With Books)

- (1) The Gujarat Civil Services Classification and Recruitment (General) Rules, 1967.
- (2) Performance Appraisal Report and guidelines.
- (3) Roster Manual (How to prepare, maintain roster register and allocation of Roster Points).
- (4) The Gujarat Civil Services (Conduct) Rules, 1971 and The Gujarat Civil Services (Discipline and Appeal) Rules, 1971.
- (5) The Gujarat Civil Service rules, 2002 (Volume 1 to 8).

Paper 4: Total-100 Marks. Duration 3 hours fWith Books)

- (1) The Protection of Women from Domestic Violence Act, 2005.
- (2) The Dowry Prohibition Act, 1961.
- (3) The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013.
- (4) The Immoral Trafficking (Prevention) Act, 1956.

Paper 5: Total-100 Marks. Duration 3 hours (Without Books)

- (1) Gujarati and English correspondence (Letter, D.O. Letter, Circulars, Press release/notes, Memorandum and Office Order) with Public and other institutions/agencies.
- (2) Translation from English to Gujarati and Gujarati to English.
- (3) Filing of Domestic incident report under Protection of Women from Domestic Violence Act, 2005.
- (4) Drafting and Noting in English and Gujarati.

APPENDIX-B

(See rule -10)

SECURITY BOND

Know all men by these presents that I,
 a candidate selected for appointment to the post of Field Officer (Inspector), Class III, in the subordinate Service of the Commissionerate of Women and Child Development, Gujarat State, on contractual basis in accordance with the rules contained in the Government Notification, Women and Child Development Department, No. GS(1)2016 MHY-102014-2219-A, dated the 6th January, 2016 (hereinafter referred to as "the rules"), am held and firmly bound unto the Governor of Gujarat exercising the executive power of the Government of the State of Gujarat (hereinafter referred to as "the Government" which expression shall, unless the context otherwise requires, include his successors in office and assigns) in the amount equal to pay and allowances paid to me by the Government during my training plus amount prescribed by the Government from time to time towards the cost of training imparted to me by the Institute. Being an expenditure incurred by the Government to my training and which is to be paid to the Government for which payment, well and truly to be made I bind myself, my heirs, executors, administrators and legal representatives by these presents.

WHEREAS I am required under the rules to execute a bond for refund to the Government of the amount equal to pay and usual allowance drawn by me during the training in the event of my (a) failure to complete the institutional training, or (b) failure to appear in the Post-training Examination, or (C) failure to comply with any of the provisions of the contractual rules, if any, to the satisfaction of the Government my regular appointment on satisfactory completion of the contractual period. Now, the condition of the above written bond is that, if, I duly and faithfully observe and perform the stipulations and condition on my part to be observed and performed as contained in the said rules (Which rules shall be deemed to form part of these presents), then the above written bond shall be void, otherwise the same shall remain in full force and effect.

Provided that without prejudice to other right or remedies, it shall be open to the Government to recover the amount payable under this bond as arrears of land revenue.

In witness whereof I have here to set my hand this day..... of....., 20....

Signature of the candidate

Signed and delivered by the above named in the presence of:

1. Signature and full address.
2. Signature and full address.

SURETY

We.....and.....residing at, in taluka District Declare ourselves sureties for the above named(hereinafter referred to as "the candidate") and guarantee that the candidate shall do and perform all that he has undertaken to do and perform and in case of his (1) failure to complete the institutional training or (2) failure to appear in the Post-training Examination, or (3) failure to comply with any of the provisions of the contractual rules, if any, to the satisfaction of Government, we hereby bind ourselves jointly and severally to forfeit to the Government of Gujarat Government") exercising the executive power of the Government of State of Gujarat (hereinafter referred to as "the Government") the amount equal to the pay and allowances paid to him by the Government during his training plus amount prescribed by Government from time to

time towards the cost of training imparted to him by the Institute. Being an expenditure incurred by the Government on his training in which the candidate has bound himself and we agree that the Government may, without prejudice to other rights or remedies available to the Government recover the said amount from us as arrears of land revenue; and we also agree that any variation of the terms and conditions specified in the said rules shall not discharge us from our liabilities to pay the said amount and for the purpose of enforcement of our liability under this agreement, our liability shall be joint and several with that of shall the candidate.

Dated this day of, 20 Signed and delivered by the said.

Date :

Signature of Surety.
Full address and occupation.

Place :

Date :

Signature of Surety.
Full address and occupation.

Place :

In the presence of:

Signature

Full address and Occupation of witness:

Signature

Full address and Occupation of witness:

By order and in the name of the Governor of Gujarat,

MANISHA V. PATEL,
Deputy Secretary to Government.

